

Work Instruction

Document Reverse

FB03

When to Use

Use this procedure to reverse an existing Journal Entry or Accounts Payable (when a cheque has not been issued) document.

Steps

- Determine the document number to be reversed.
- Reverse the document in FIS.
- Record the FIS document number on the original invoice and file the document in accordance with the UofT file plan.

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounting → Financial Accounting → Accounts Payable → Document → Display
- OR**
- Accounting → Financial Accounting → General Ledger → Document → Display Document

Transaction Code

FB03

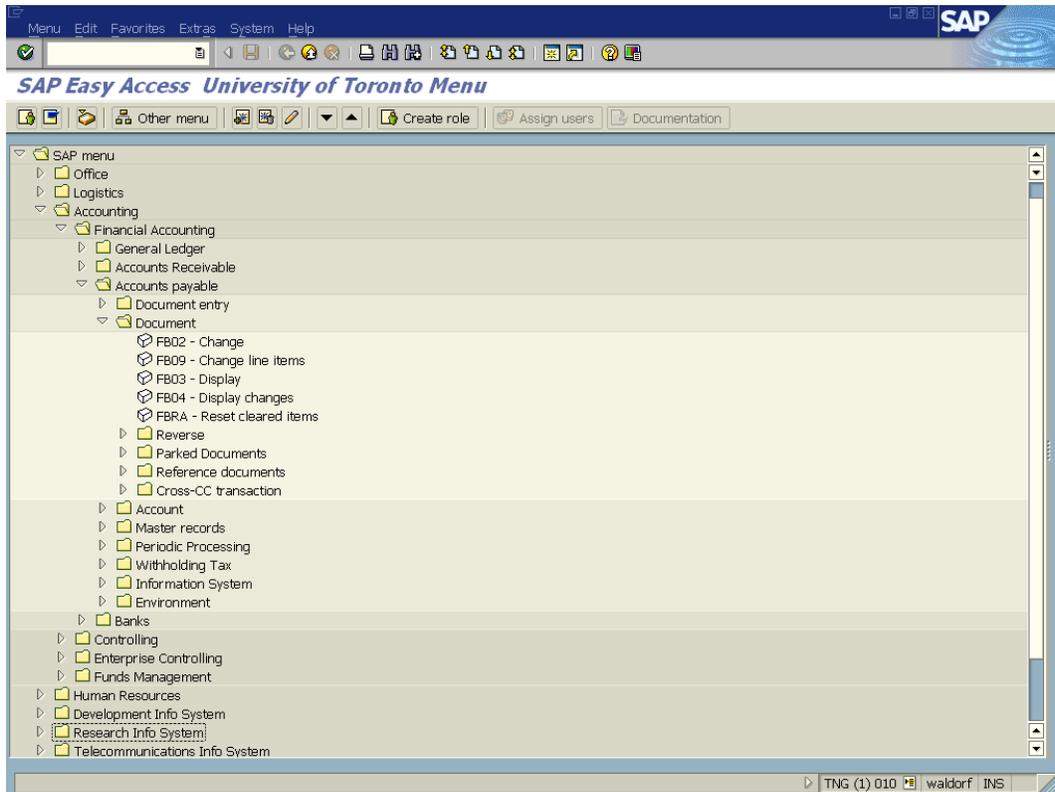
Helpful Hints

- If an Accounts Payable document is incorrect but a cheque has already been issued, but not yet cashed then go to the instructions on how to request a stop payment:
<http://finance.utoronto.ca/faqs/cheque-production/>
- If an Accounts Payable document is incorrect and a cheque has already been issued and cashed, then go to the instructions on how to process a credit memo:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf>
- To reverse Internal Revenues/Expense Recoveries (28xxxxxxx) documents:
<http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf>
- To reverse ERDD (23xxxxxxx) documents:
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdfm>

Detailed Procedure

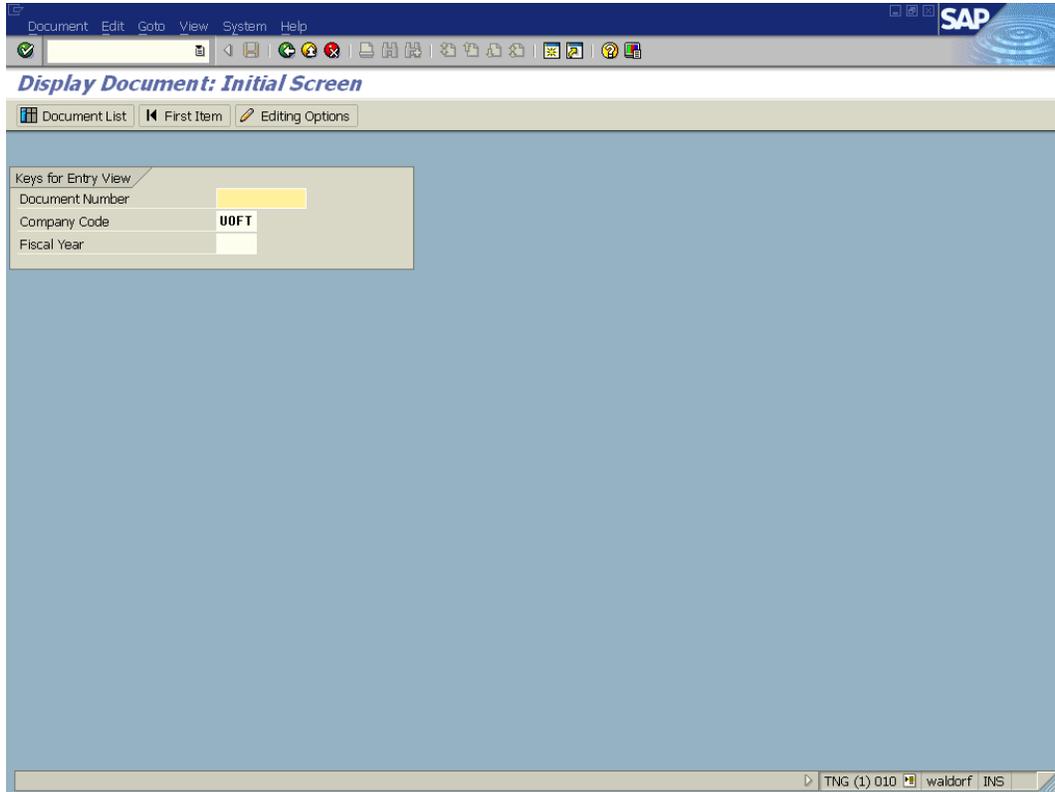
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  FB03 - Display .

Display Document: Initial Screen

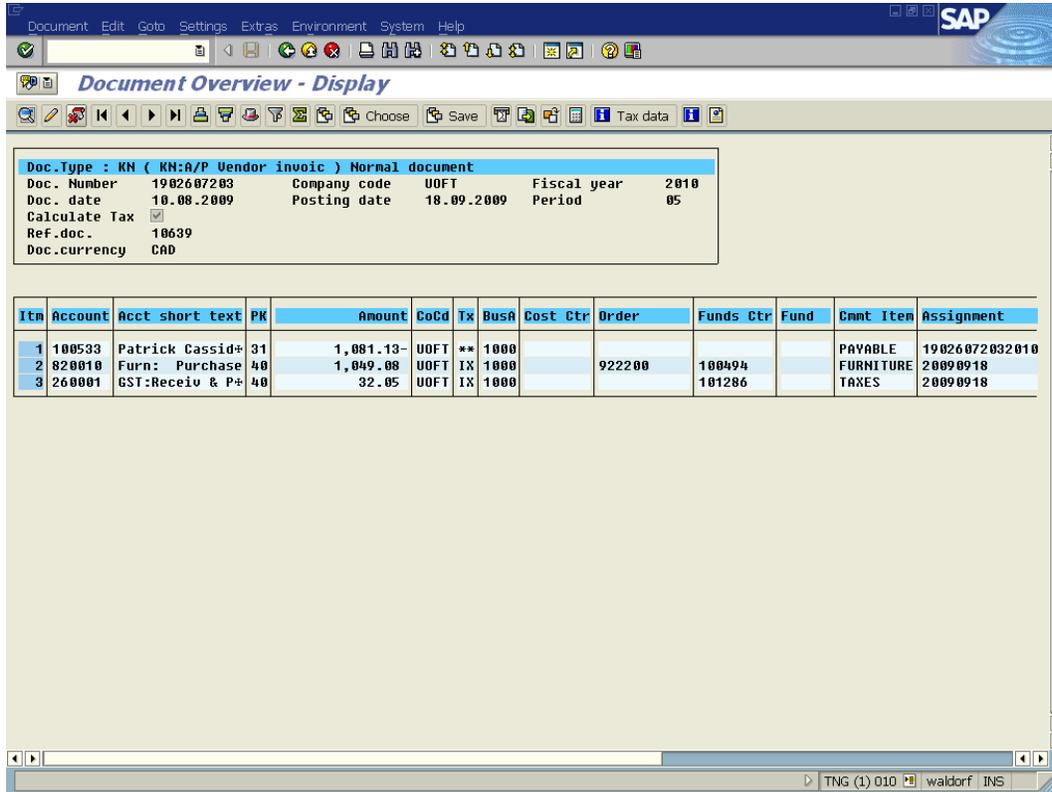


3. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Document Number	Required	AMS assigned number.
Company Code	Required	Defaults to UofT. Change only if required.
Fiscal Year	Optional	<p>The UofT fiscal year is May 1st to April 30th and the Year is coded as follows: Year = the "annual" year in effect at April 30th (i.e. May 1st, 2011 to April 30th, 2012 is identified as "2012" fiscal year).</p> <p> Leave blank to allow the system to retrieve the fiscal year.</p>

4. Click  to display the document.

Document Overview - Display



The screenshot shows the SAP 'Document Overview - Display' window. The title bar includes 'SAP' and standard window controls. The menu bar contains 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. The toolbar includes icons for back, forward, search, and other document actions. Below the toolbar, a summary box displays document details:

Doc.Type : RN (KN:A/P Vendor invoic) Normal document					
Doc. Number	1902607203	Company code	UOFT	Fiscal year	2010
Doc. date	10.08.2009	Posting date	10.09.2009	Period	05
Calculate Tax	<input checked="" type="checkbox"/>				
Ref.doc.	10639				
Doc.currency	CAD				

Below the summary box is a table with the following columns: Itm, Account, Acct short text, PK, Amount, CoCd, Tx, BusA, Cost Ctr, Order, Funds Ctr, Fund, Cmt Item, and Assignment.

Itm	Account	Acct short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds Ctr	Fund	Cmt Item	Assignment
1	100533	Patrick Cassid#	31	1,081.13-	UOFT	**	1000					PAYABLE	19026072032010
2	820010	Furn: Purchase	40	1,049.08	UOFT	IX	1000		922200	100494		FURNITURE	20090918
3	260001	GST:Receiv & P#	40	32.05	UOFT	IX	1000			101286		TAXES	20090918

The status bar at the bottom shows 'TNG (1) 010' and 'waldorf INS'.

5. Click 



If the  icon is not available, then the document cannot be reversed using this procedure.

Use one of the following methods:

Process a correcting journal entry: <http://finance.utoronto.ca/wp-content/uploads/2016/02/Journal-Entry-Create-Convertedfeb03-1.pdf>

Apply credit to an account for returned goods or overpayments:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf>

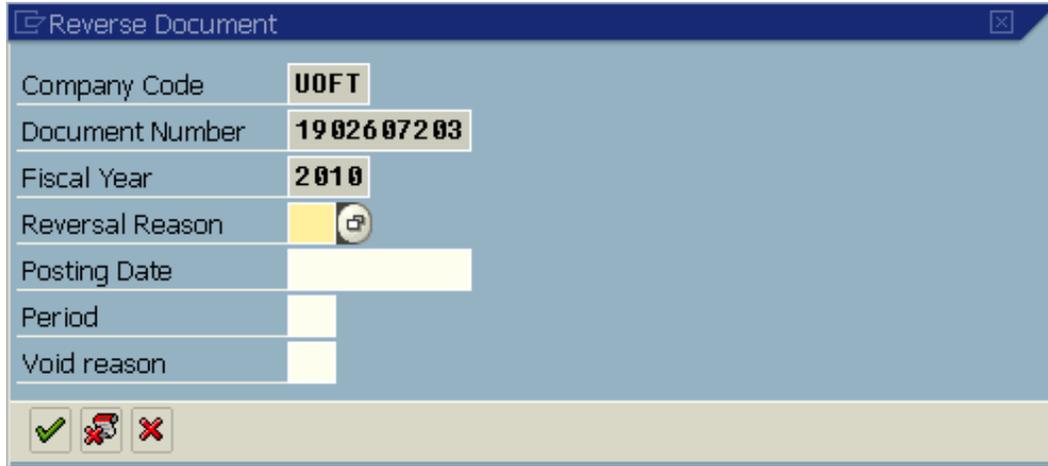
Reverse Internal Revenues/Expense Recoveries (28xxxxxxx) documents:

<http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf>

Reverse ERDD (23xxxxxxx) documents:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdf>

Reverse Document

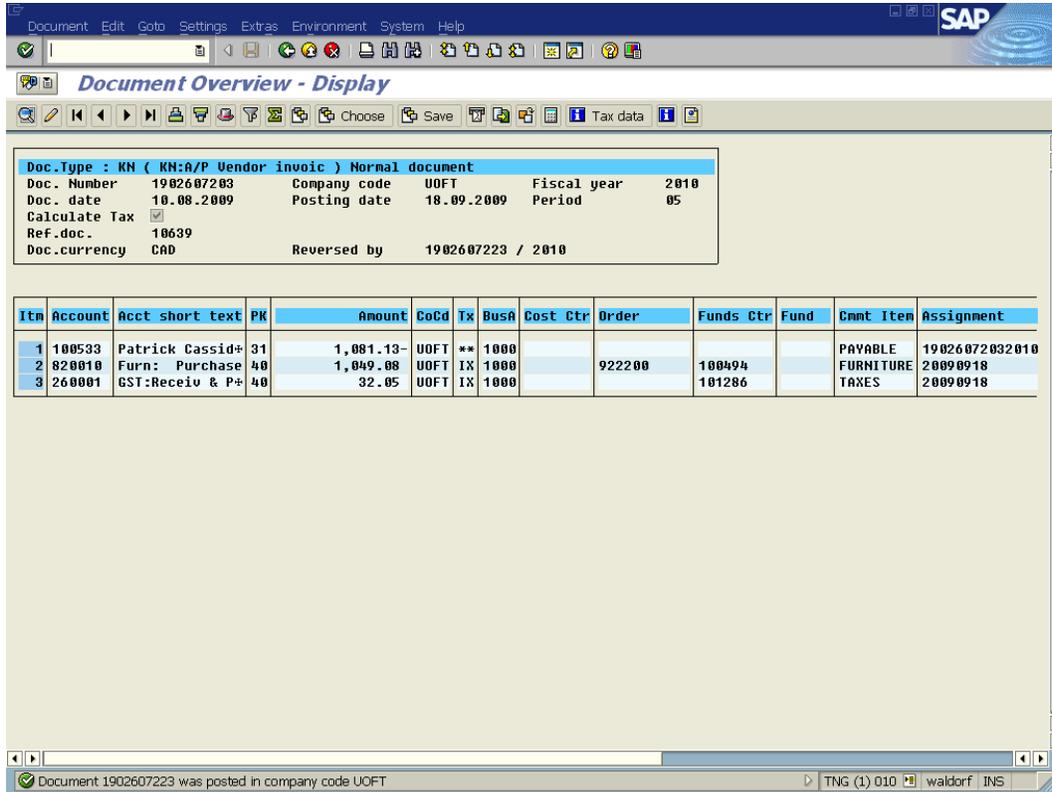


6. Complete the following as required:

Field Name	Required/ Optional/ Conditional	Description
Reversal Reason	Required	Reason for reversing a document.
Posting Date	Required	Date the financial transaction is recorded.  Enter the current date (not the posting date of the original transaction)

7. Click  to Validate;  to Reverse or  to Cancel the entry.

Document Overview - Display



The screenshot shows the SAP 'Document Overview - Display' window. At the top, there is a menu bar with options: Document, Edit, Goto, Settings, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main content area displays document details in a table format:

Doc.Type : RN (KN:A/P Vendor invoice) Normal document											
Doc. Number	1902607203	Company code	UOFT	Fiscal year	2010						
Doc. date	10.08.2009	Posting date	18.09.2009	Period	05						
Calculate Tax	<input checked="" type="checkbox"/>										
Ref.doc.	10639										
Doc.currency	CAD	Reversed by	1902607223 / 2010								

Itm	Account	Acct short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds Ctr	Fund	Cmnt Item	Assignment
1	100533	Patrick Cassid#	31	1,081.13-	UOFT	**	1000					PAYABLE	19026072032010
2	820010	Furn: Purchase	40	1,049.08	UOFT	IX	1000		922200	100494		FURNITURE	20090918
3	260001	GST:Receiv & P#	40	32.05	UOFT	IX	1000			101286		TAXES	20090918

At the bottom of the window, a status bar displays the message: "Document 1902607223 was posted in company code UOFT".



The system displays the following message, indicating the reversal document number:

 Document 1902607223 was posted in company code UOFT

The original document is displayed with the *Reversed by* document shown in the header. Click the *Reversed by* document number to display the reversal document.

Resource Information:



Contact your FAST team representative for additional assistance
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

Reference Guides:

Invoice Create:

<http://finance.utoronto.ca/wp-content/uploads/2015/09/create.pdf>

Document Change:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/docchnge.pdf>

Credit Memo:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/creditmemo.pdf>

Reverse ERDD document:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Expense-Reimbursement-Direct-Deposit-Reverse-Converted.pdf>

Reverse Internal Revenue/Expense Recovery document:

<http://finance.utoronto.ca/wp-content/uploads/2015/09/intrevexprec.pdf>

FAQs: Cheque Production:

<http://finance.utoronto.ca/faqs/cheque-production/>